



Staff Report

File #: REPORT 20-0656, Version: 1

Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 13, 2020

**REQUEST FOR APPROVAL TO UNFREEZE THE DEPUTY
CITY MANAGER POSITION AS APPROVED IN THE 2020-2021
BUDGET AND FREEZE THE VACANT ASSISTANT TO
THE CITY MANAGER POSITION**
(Human Resources Manager Vanessa Godinez)

Recommended Action:

Staff recommends that the City Council:

1. Unfreeze the Deputy City Manager position as approved in the FY 2020-2021 Budget; and
2. Freeze the recently vacated Assistant to the City Manager position.

Executive Summary:

At the June 9, 2020 City Council meeting (**Attachment 1**), the City Council approved a full-time permanent Deputy City Manager position and a full-time permanent Assistant to the City Manager position as part of the 2020-2021 Budget. As a cost savings measure for the 2020-2021 Budget, the City Council also approved freezing the Deputy City Manager position for FY 2020-2021. Staff recommends that the City Council approve unfreezing the Deputy City Manager position and freezing the recently vacated Assistant to the City Manager position.

Background:

As part of the 2020-2021 Budget, the City Council approved a full-time permanent Deputy City Manager position and a full-time permanent Assistant to the City Manager position. As part of a cost savings measure for the 2020-2021 Budget, the City Council approved freezing twelve vacant full-time permanent positions for the remainder of FY 2019-2020 and ten positions for FY 2020-2021. The Deputy City Manager position was one of the positions frozen for both fiscal years. Recently, the position of Assistant to the City Manager was vacated when Nico De-Anda Scaia resigned from this position leaving a vacancy in that position. Staff recommends placing the Assistant to the City Manager on the list of frozen positions for FY 2020-2021 and unfreezing the Deputy City Manager position with the intent to recruit and fill the full-time permanent position of Deputy City Manager.

General Plan Consistency:

This report and associated recommendations have been evaluated for their consistency with the City's General Plan. Relevant policies are listed below:

Governance

Goal 1. A high degree of transparency and integrity in the decision-making process.

- **Policy 1.2: Strategic planning.** Regularly discuss and set priorities at the City Council and management level to prioritize work programs and staffing needs.

Fiscal Impact:

The total compensation with salary and benefits for the Assistant to the City Manager at step four of four in the salary range is \$193,653 per year. The total compensation with salary and benefits for the Deputy City Manager at step two of four in the salary range is \$189,114 per year. If the position is hired at step two of four, the salary savings will be \$4,539 for the first year. The salary and benefit costs of \$193,653 are approved in the 2020-2021 Budget.

Attachments:

1. June 9, 2020 City Council Meeting Video

Respectfully Submitted by: Vanessa Godinez, Human Resources Manager

Noted for Fiscal Impact: Viki Copeland, Finance Director

Approved: Suja Lowenthal, City Manager